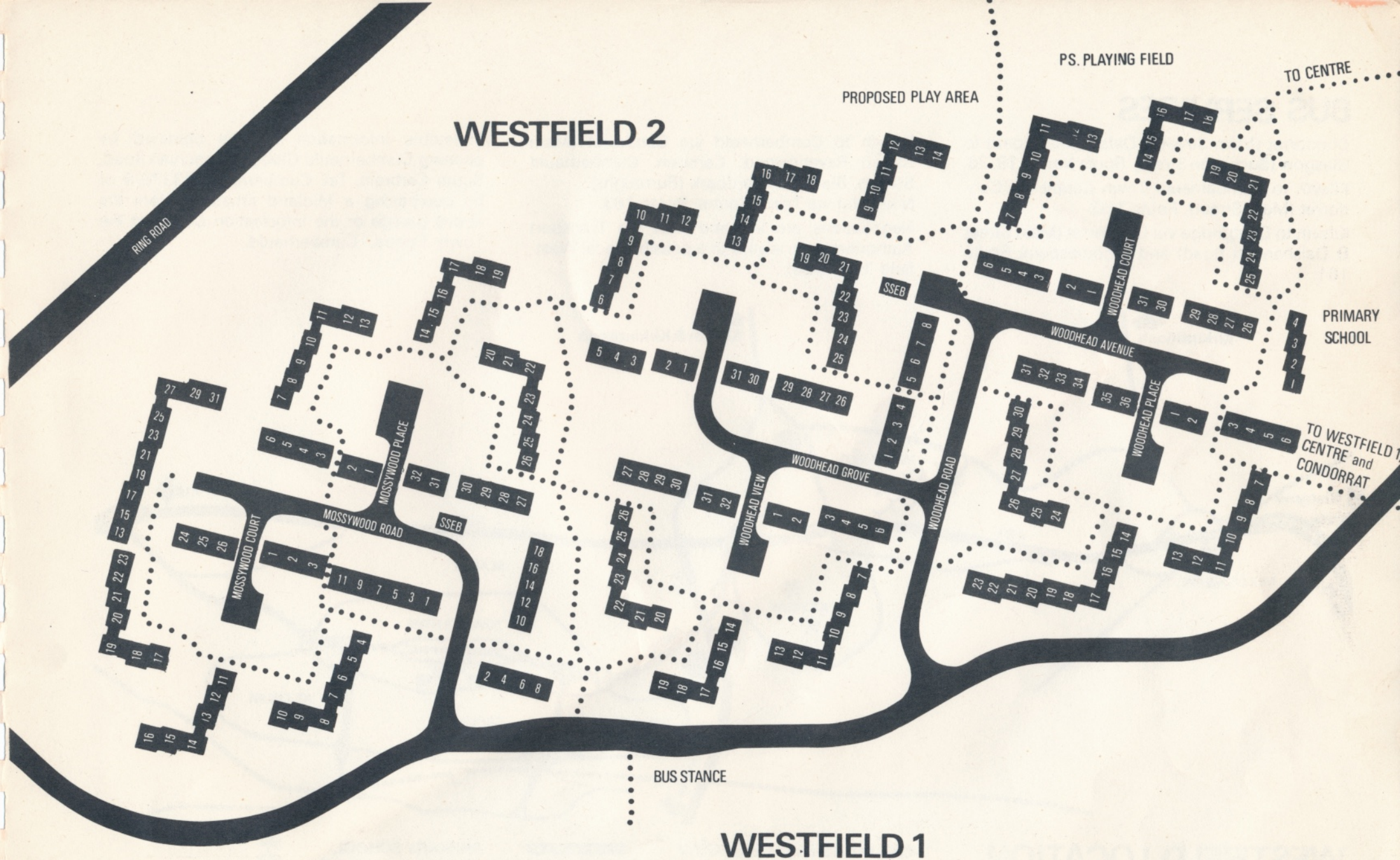
067

westfield 2 tenants' handbook

CUMBERNAULD DEVELOPMENT CORPORATION

HOUSE TYPE ST 2067


WESTFIELD 2
RING ROAD
PROPOSED PLAY AREA
PS. PLAYING FIELD
TO CENTRE
PRIMARY SCHOOL
TO WESTFIELD 1 CENTRE and CONDORRAT
WOODHEAD AVENUE
WOODHEAD COURT
WOODHEAD PLACE
WOODHEAD ROAD
WOODHEAD GROVE
WOODHEAD VIEW
MOSSYWOOD PLACE
MOSSYWOOD COURT
MOSSYWOOD ROAD
SSEB
SSEB
BUS STANCE
WESTFIELD 1

BUS SERVICES

Condorrat (Main Street & Dalshannon Road) to Glasgow (Buchanan Street). Route Nos. 7, 19, 26.

Kilsyth to Cumbernauld Town Centre via Condorrat (Main Street). Route 160.

Kilsyth to Coatbridge via Condorrat (Main Street & Dalshannon Road) and Moodiesburn. Route 161.

Kilsyth to Cumbernauld via Condorrat (Main Street) Ravenswood, Carbrain, Cumbernauld Station, Blairlinn, Wardpark (Burroughs).
Note: Not via Town Centre. Route 163.

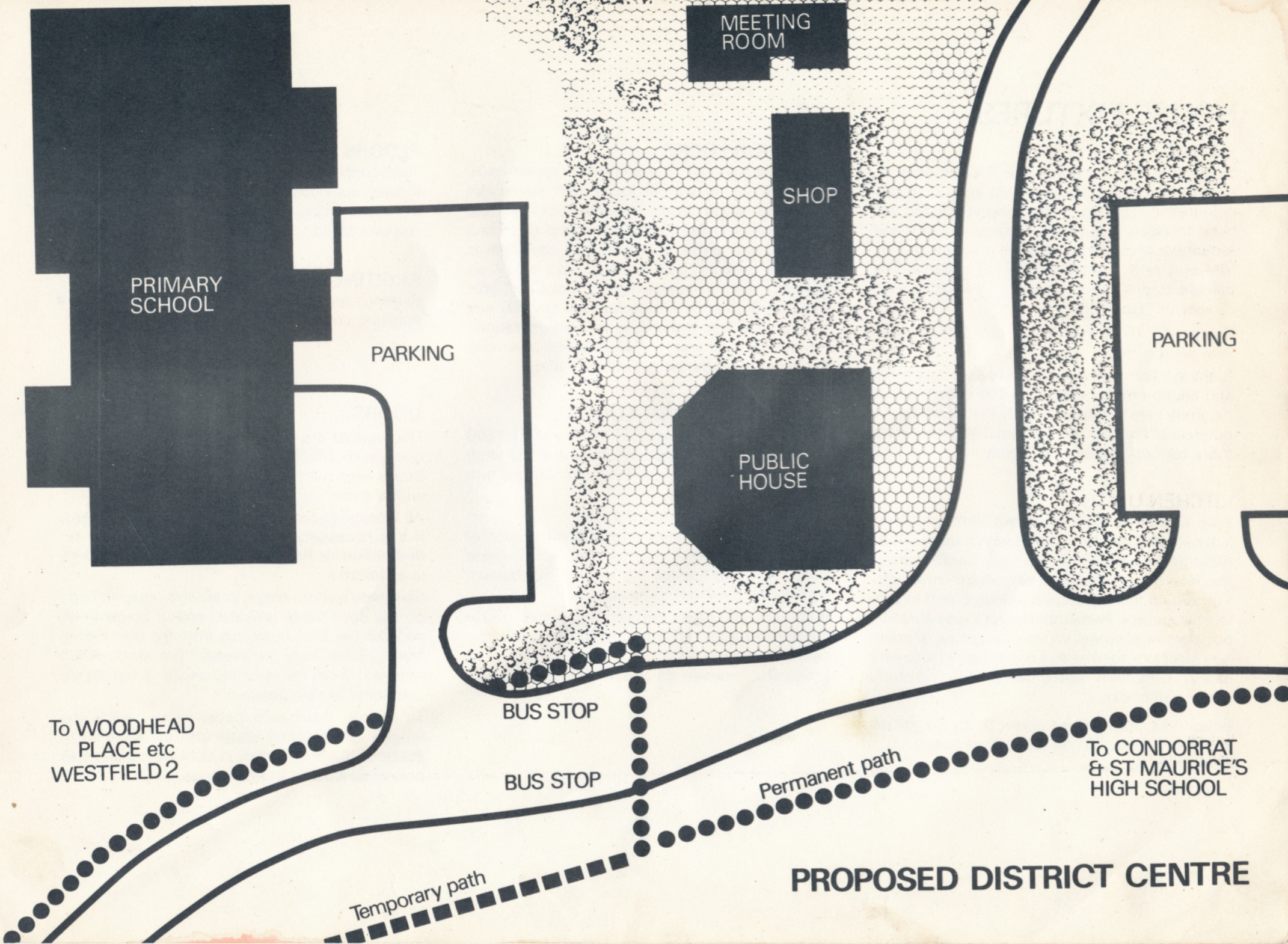
Negotiations are in hand with the Transport Authorities with regard to a possible local Westfield 'bus route.

Timetable information can be obtained by phoning Cumbernauld Garage, Glencryan Road, South Carbrain, Tel. Cumbernauld 23378/9 or by purchasing a Midland timetable from the above garage or the Information Centre at the Town Centre, Cumbernauld.

WESTFIELD LOCATION

CAR ROUTE FROM GLASGOW
FROM CUMBERNAULD
(Town Centre)

PRIMARY SCHOOL
SECONDARY SCHOOL
RAIL STATION



PROPOSED DISTRICT CENTRE

HOUSE FIXTURES

BATHS

Because of the very soft water in Cumbernauld, your bath is more than normally subject to discolouration. To keep it sparkling white you will need to clean it regularly after each bath, and remember never to use abrasive powders (AJAX, VIM etc) or household bleach to clean it. The manufacturers recommend "Vogue" bath cleaner or "Gumption".

Baths in CT 1024 and ST 1260 are cast iron with side hand grips.

Baths in all other house types are acrylic (plastic) and caution must be observed to ensure that lit cigarettes are not inadvertently rested on the flat outer lip of the bath. Permanent disfigurement or more serious damage will result.

KITCHEN UNITS

Your kitchen units are finished with melamine laminate and can be cleaned with a damp cloth. Although the worktops are very hard wearing, they can be scratched by very sharp knives etc. You should therefore use a cutting board to protect the surface. Remember never to use abrasive powders or scourers on your worktops or stainless steel sink tops as this can scratch them very easily. "Gumption" and a damp cloth will easily remove all marks.

Below your sink there is a plastic bottle trap which can be unscrewed to clear any blockages.

EXTERIOR LOCKS

To preserve the "like new" appearance, occasionally polish the locks with silverware cleansing compound. Internal locks should occasionally be wiped with a damp cloth and polished with a dry, soft cloth. It is advisable to lubricate exterior and interior locks every six months. For keyed exterior locks, a little powdered graphite blown into the keyway and on the latch bolt will ensure smooth operation– for interior door levers, a drop or two of sewing machine oil on the latch bolt will suffice.

INTERIOR LATCHES/LOCKS

The bathroom latch in the CT 1024 and ST 1260 is locked from the inside by pushing in the knob and turning it to the right. Push in knob and turn to left to release lock.

Emergency release from outside.
Push in a straight object, (nail or knitting needle) through the orifice in the centre of the outside knob. This will release the locking mechanism and permit the knob to be rotated.

Bathroom and toilet latches in all other house types can be locked from inside by turning the central button of the knob.
Emergency release: as above.

FLOORS

The boards of your floor are tongued and grooved to keep out draughts, but, as is natural in the drying out of timber, a certain amount of shrinkage will take place.

SKIRTINGS

Skirtings are of Celuform (a rigid plastic) with a finishing coat of white gloss paint.

DOORS

The internal doors are plywood veneered flush doors with a factory applied protective coating. Scuffs and marks can be removed by a wipe with a damp cloth.

All internal doors are hung on "snap-in" hinges. If it is necessary to demount a door to aid redecoration or furniture removal, the procedure is as follows:

Start with bottom hinge, press the "snap-in flap" on the door blade upwards with a screwdriver and pull the door outwards from the door frame blade. Take care to protect the door when removed from its opening, cover if necessary and stand in safe position.

To rehang. Start with upper hinge, guide the tongue of the frame blade into the channel of the door blade and push in until the snap-in flap connects. Now fit bottom hinge.

DECORATION

All wall and ceiling surfaces have been emulsion painted as an initial decorative finish.

Wall finishes are of two types:

1) Plasterboard (hollow sound when tapped)–these walls may be wallpapered or repainted as soon as you wish without any special preparatory treatment.

Take care when stripping wallpaper not to damage the paper face of the plasterboard.

The above also applies to ceilings which are also plasterboard finished.

2) Plaster (solid sound when tapped)–it is advisable not to wallpaper prior to the end of the one year maintenance period at which any cracks will be repaired. It is possible to emulsion paint these walls immediately on entry.

If you consider it necessary to wallpaper any of these walls, then keep a piece of the wallpaper to patch any places where cracks occur.
Internal woodwork is finished in gloss paint with the exception of door threshold plates and the stair handrail (ST 2167, CT 2029, CT 2030 only) which are treated with matt polyurethane.

EXTERNAL DECORATION

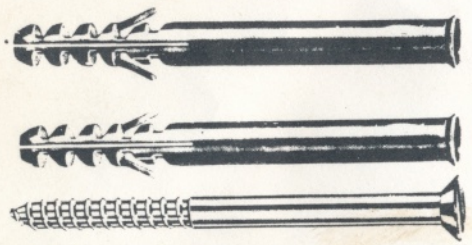
Translucent Pigmented Finish
The timber boarded doors and panels have been treated with Hickson Decor, colour Burma; A5. Window and door frames in Decor coloured Creol A2. Local Stockist: Brownlee Ltd., Glasgow.

FIXING TO WALLS

EXTERNAL WALLS

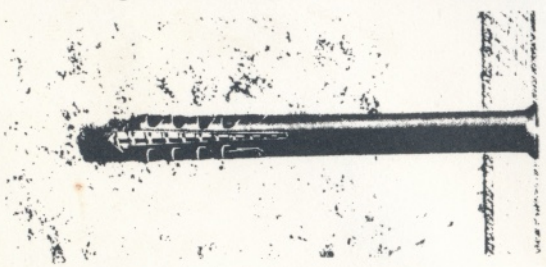
These walls are constructed of lightweight concrete block and lined on the inside with 9.5mm ($\frac{3}{8}$") thick plasterboard fixed to the block with plaster dabs. The gap between plasterboard and solid wall is 9.5mm ($\frac{3}{8}$") approx. The plasterboard sheets themselves will only support very light loads such as can be borne by drawing pins or picture hangers.

For heavier loads fixing will have to be made through the plasterboard and air gap to the block by means of the fixing shown in the diagram.



Fischer Nylon Wallplugs – Type S-R

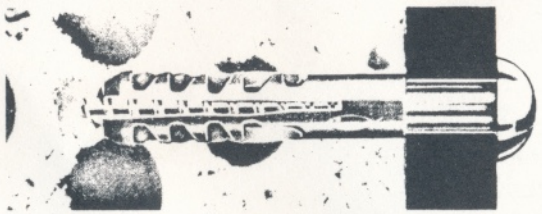
Designed for the fixing of light framework or battens. For installation on hollow core or solid building materials. The nylon body supports the screw along its entire length prevents movement.

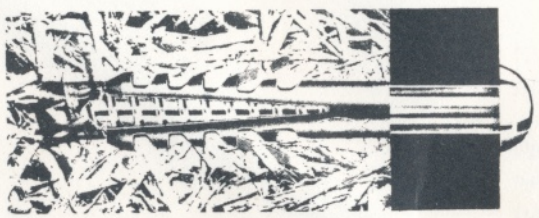


PARTY WALLS

These are constructed of brick and coated with 13mm ($\frac{1}{2}$") plaster. Fixings for light loads, i.e. pictures etc, can be made into the plaster. For heavier loads, shelves etc, fixings of the type shown below should be inserted into holes drilled in the brick.

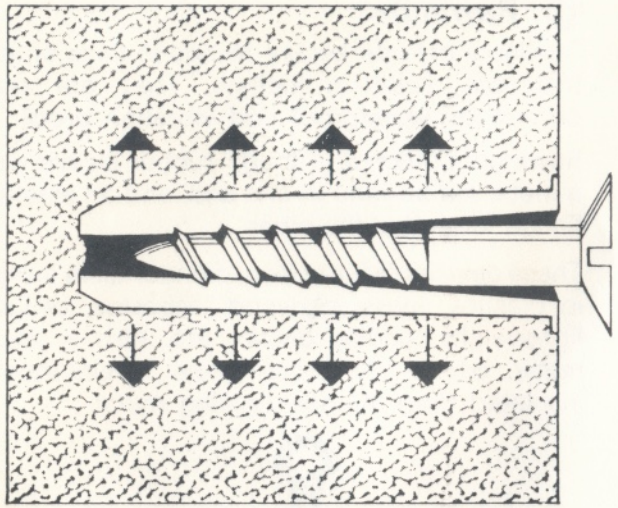
Fischer Nylon Wallplugs – Type S





Plastic Rawlplugs

Plastic Rawlplugs are designed to save time where a large number of fixings are to be made. Only five drills are needed for the range of seven plugs which cover every screw size from 4 to 20, so less time is spent drill changing and plug selecting. Made from high strength polypropylene, Plastic Rawlplugs provide strong fixings in any masonry.



INTERNAL PARTITIONS

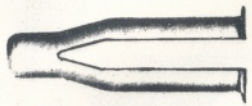
These are either loadbearing or non-loadbearing, as indicated on the accompanying plans.

Loadbearing partitions are constructed of 75 x 50mm timber vertical posts at 400mm centres with 13mm ($\frac{1}{2}$") plasterboard finish both sides. No attempt should be made to alter these walls.

Non-loadbearing partitions are constructed of 50 x 50mm timber vertical members at 600mm centres with 13mm ($\frac{1}{2}$") plasterboard finish both sides. Fixings to these walls should be made to the timber members for heavy loads such as book shelves. For lightweight loads, use steel pin picture hangers or fixings of the type shown below.

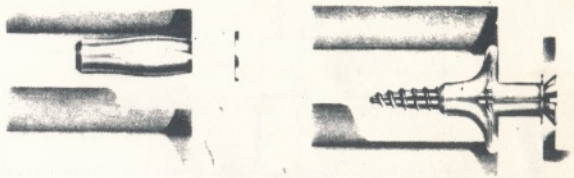
ⓐ

Fischer Nylon Rivet Anchors–Type NA



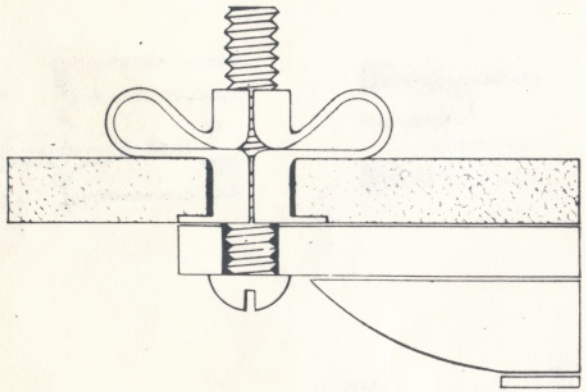
The nylon rivet anchor is designed for installations in hollow doors, walls and ceilings. Fixings can be made to plywood, aluminium sheets, hardboards, plasterboards, asbestos, cement sheets, etc.

Tightening of the screw spreads the anchor against the back of materials giving firm hold. Fixed items can be taken down without losing anchor in cavity. High pull-out values in various materials.



ⓑ Rawlanchors

Rawlanchors make demountable fixings in plywood, asbestos, insulating board, hardboard, and plaster board. They provide threaded holes from which the fixing screws can be removed and replaced as often as required for maintenance or decorating purposes.



© Gravity Toggles & Spring Toggles

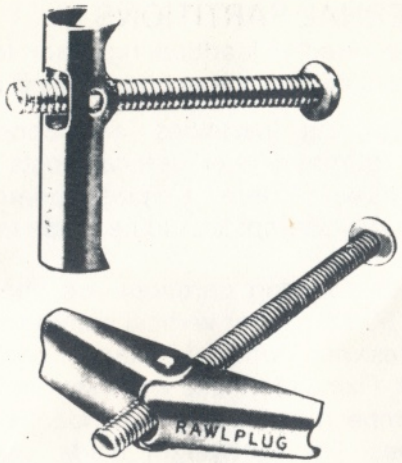
Gravity Toggles

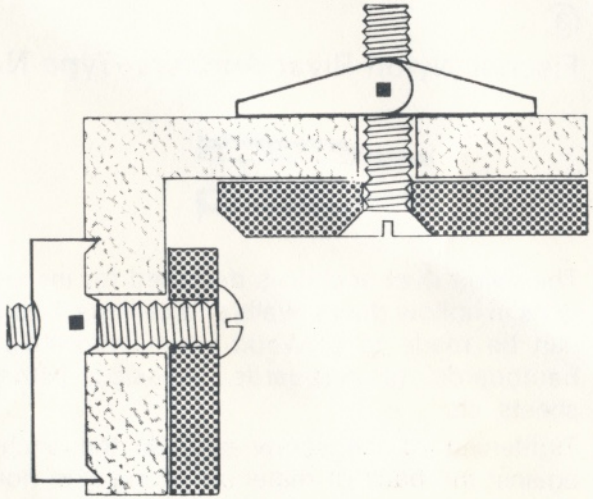
Comprising a toggle bar pivoted off-centre on a swivel nut, Gravity Toggles are used in cavity walls faced with building boards. They are all steel fixings plated to resist corrosion.

Malleable iron 'H' Type Toggles, a heavy-duty version of Gravity Toggles, are used for securing heavy fixtures to cavity brick walls.

Spring Toggles

These are all steel fixings plated to resist corrosion, and comprises a spring actuated toggle bar pivoted on a swivel nut. Spring Toggles are used in cavity walls and ceilings, and are particularly useful for lath and plaster construction. They can also be used in cavities of less depth than that required for Gravity Toggles.



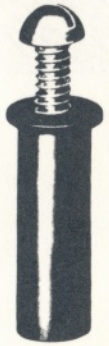


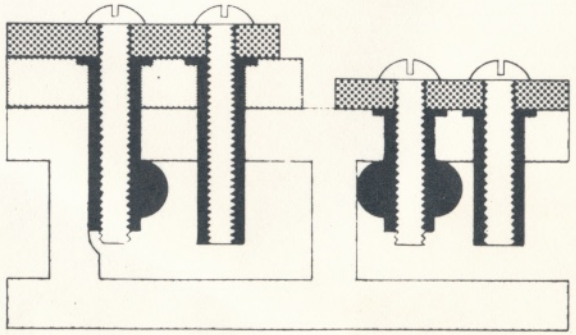
ⓓ Rawlnuts

Rawlnuts provide secure fixings in thick or thin materials, solid or hollow. They are non-corrodible, waterproof and vibration proof.

Rawlnuts comprise a tough rubber sleeve with a metal nut bonded in one end, and an external flange formed at the other.

These devices make strong, demountable fixings in plastics, glass, plywood, asbestos, cellular lightweight building blocks, etc. Also in sheet metal, where the fixing screw is electrically insulated from the surrounding metal.





WINDOWS

Windows to heated rooms are double glazed to give better insulation.

All window hinges incorporate a device which limits the initial opening of the windows and prevents children opening the window to an extent that they are liable to fall out.

To open the window past this point for cleaning purposes, pull the window back $\frac{1}{2}$" and press the small lever on the hinge inwards. The window will now pivot through 180° and lock in position. To release the window press the same lever down slightly and push the top of the window; the window will now be released to return to the closed position.

Moving parts such as hinges and stays should be oiled at least once a year.

VENTILATION

Permanent ventilation into the hall is provided to most rooms of the house by ventilation gaps at the top of the doors. This will reduce the chance of your house being troubled by condensation.

Additional ventilation should be encouraged during the first six months of your occupation to increase the rate at which the house dries out.

Your kitchen is provided with a mechanical extract vent to remove kitchen odours and water vapour.

CONDENSATION

Precautions have been taken in the design and construction of your house to reduce the possibility of condensation occurring.

You will see from the leaflet on condensation provided by the Housing Department, that if a few simple precautions are taken, the risk of condensation will be reduced.

1. Use the extractor fan in the kitchen to remove steam at its source.
2. Use adequate ventilation to prevent a build up of damp air.
3. Heat the house adequately. Heating is provided for your comfort–remember cold houses are damp houses.
4. Beware of paraffin heaters–although they are cheap to run they give off a great deal of water vapour.

ELECTRICITY

Your meter, main switch and other items of control are indicated thus ◆

The meter records separately the units used during the day and those used during the night. Night time units are substantially cheaper than day time units. It is therefore in your interest to use the heating and water heating so that most of the units are consumed at night. Your consumption will be charged on the SSEB's published Day/Night Tariff No. 1 (Sometimes referred to as White Meter).

There are usually two main switches, one controlling lighting power and water heating, the other controlling the space heating installation.

There are no circuit fuses in your system. Each circuit is protected by a miniature circuit breaker correctly rated for the various circuits. This is a form of automatic switch which will 'open' if the circuit is seriously overloaded for any reason. If a circuit breaker opens you should simply switch it back on again. If it 'opens' again contact the Housing Department.

WATER HEATING

Your water heating is provided from a well insulated tank having two separate immersion heaters. The top immersion heater is designed to heat a small quantity of water quickly and may be used during the day if you run out of the hot water which had been stored during the previous night. The other immersion heater, positioned nearer the bottom of the tank, is designed to heat a large quantity of water slowly during the night when electricity is cheaper. In order that you can have maximum control over the quantity of hot water

you may require, three water heater switches have been provided.

NIGHT RATE SWITCH–FULL TANK

This is the cheaper night rate switch and should be left 'ON' if you regularly require a full tank of hot water each day.

DAY RATE BOOST–SMALL QUANTITY

Should you require more hot water during the day or if you do not require to heat a full tank regularly each night, use this switch during the day but remember to switch 'OFF' after use. The units used by this switch are at the more expensive Day rate. The quantity of water heated is approximately 12 gallons which will take roughly $1\frac{1}{4}$ hours from cold.

DAY RATE BOOST–FULL TANK

This switch is located at the meter and should only be used if you require a lot more hot water than is stored in the tank during the night. Please remember to switch OFF after use since the units consumed are at the more expensive Day rate. The water is heated at approximately 7 gallons per hour.

HEATING

If your heating is from a central electricaire unit, warm air is forced by a fan through ducts to the Living Room, Kitchen/Dining Areas and Hall/Stairway. Each area can be selected or closed off by operation of the levers on the wall or floor grilles. The hall outlet when open will help to keep the bedrooms at an acceptable temperature provided the bedroom doors can be left open for part of the day. When the Living Room has attained the level of comfort selected at the wall thermostat the heating fan will switch 'off' and will then cycle 'on' and 'off' as required to maintain the required temperature.

A programmer is provided for your convenience. Used properly this can be set to switch 'on' and 'off' the fan which forces the warm air to the rooms at pre-selected times, e.g.

ON at 7.00 a.m. OFF at 10.00 a.m. then

ON at 4.00 p.m. OFF at 11.00 p.m.

You can therefore arrange to rise to a warm house or return home to a warm house. There is a facility on the programmer for manual control of the fan outwith the normal settings.

The 'Night Control' at the heater determines the level of overnight charge and should occasionally be altered as the season becomes colder or milder for maximum benefit. (See Heater Manufacturer's "Owners' Guide").

In exceptionally cold weather–provided the 'Night Input Control' is set to 'Very Cold'–it is possible to use day time electricity to boost the heat output by setting the Fan Switch to 'Night Store Plus Day Boost'. At this setting the switching to Day Boost is automatically controlled within the heater after the night stored heat has been exhausted; but remember that the electricity used on Day Boost is at the more expensive Day rate.

USE OF COOKER AND OTHER ELECTRICAL APPLIANCES

Please remember that the Night Rate on the White Meter or Day/Night tariff is approximately half the Day rate. If your cooker is fitted with a timer to switch the oven ON and OFF at preset times, the following day's cooking or baking may be done during the night. Also if you have a clothes drier or washing machine, you may find it convenient to use these appliances after the changeover to the Night Rate.

TELEVISION

There is an outlet socket for TV supply in your living room. TV reception may be obtained by linking a co-axial lead directly to your television set.

A loft aerial is fitted to each house. It is trimmed in the direction of the Broadcasting Masts by the Contractor. If finer tuning is necessary, access to the aerial within the loft can be made via the ceiling hatch. Care must be taken to avoid damage to the ceiling plasterboard. (Crawl boards should be laid over the trusses).

Tenants are not permitted, nor should require to erect external aerials.

TELEPHONE

Your house is already prepared for wiring for a telephone. If You require a telephone, contact the Telephone Manager, Marland House, 40 George Street, Glasgow, C.1.

WATER

The main stop cock is indicated thus ❶.

In the event of a burst pipe, or if you leave the house in winter, or have to replace the washer on the kitchen cold tap, close this stop cock.

The ball valve to the W.C. cistern is also protected by a stop cock situated below the cistern, to assist in washer replacement. The stop cocks for the hot water system are beside the water tank and the H.W. cylinder.

If you leave the house in winter for any period, you should turn off the main stop cock and open the taps and sludge cock ❍

MAINTENANCE

Ceiling access hatches are provided in all houses. At the end of the first year, the Clerk of Works will visit you to examine the house for outstanding maintenance items which the Contractor will carry out.

REFUSE DISPOSAL

A PVC dustbin is provided within the bin store. It will be emptied weekly by the District Cleansing Department. It is the responsibility of the tenant to replace the bin if damaged or lost.

GARDENS

With sufficient and adequate preparation and attention you will have a pleasant garden.

Before building starts, all the topsoil is scraped off and stacked for re-use. Later, before the house is finished, the subsoil, which has been compacted hard during building, is broken up and an approximate depth of 150mm of the original topsoil is spread over the garden. In addition, where the natural drainage pattern of the area has been affected by building work, a drain has been provided for the gardens of terrace houses.

If you have a drainage problem in your garden, contact the Clerk of Works or the Housing Department to ascertain whether there is a land drain into which you could connect in the vicinity of your garden.

Where gardens slope back steeply to the house, or to garages or retaining walls, a surface water drain trench will have been provided.

Please do not disturb this or cover the gravel with soil, paving, etc–it is there to assist in the disposal of surface water. You can connect your own drains to it if you wish. Do not raise the soil level more than 150mm below the D.P.C. level, which is immediately below the Fresh Air Ventilators. Do not cover Air vents.

Topsoil is of a heavy nature which compacts easily and has a tendency to poor drainage and the following hints may be of use.

During the first winter, prior to planting, dig your garden and leave the soil in as rough a condition as possible; the action of frost will improve the physical condition and make it much easier to cultivate the following spring.

We recommend that, prior to planting, you treat your soil with 25-50mm depth of horticultural peat (applied annually to ground to be cultivated for vegetables, flowers, etc) or 25-50mm depth of sharp sand (**not** builders sand), weathered ashes or other weathered material of an open, gritty nature. If the latter can be incorporated into the sub-soil during initial preparation, it would be even more advantageous.

These materials are soil conditioners and do not provide plant food, they should be forked into the top 150-250mm of topsoil. It is also a great help to drainage if, in addition to this, the soil is broken up to a further depth of 150mm i.e. to a total depth of 300-400mm. Great care should be taken, however, to retain the dark coloured topsoil on the surface and not to mix or bury it with the lighter-coloured material (subsoil) underneath.

It is very important that you clear your ground of perennial weeds during your initial cultivations. Perennial weeds are those which, when the tops are knocked off come up afresh from a persistent root. For a small garden such as yours, removal by hand is more efficient than chemical control. Therefore, when forking over your soil, be careful to remove any roots you see, particularly, the long, whitish, root-like underground steps of "couch-grass".

Every attempt has been made to retain existing hedgerows and trees throughout the site. You may have some in your garden or some newly planted trees or shrubs. If you require any advice on the maintenance of these, a leaflet called "Gardening in the New Town" can be supplied on request from the Housing Department.

FRONT GARDENS

The front garden is laid out in turf and the tenant will be responsible for its maintenance.

The front shrub planted area marks the extent of each individual house plot and the maintenance of this shrub area is the responsibility of CDC Landscape Department.

GARDEN FENCES AND GATES

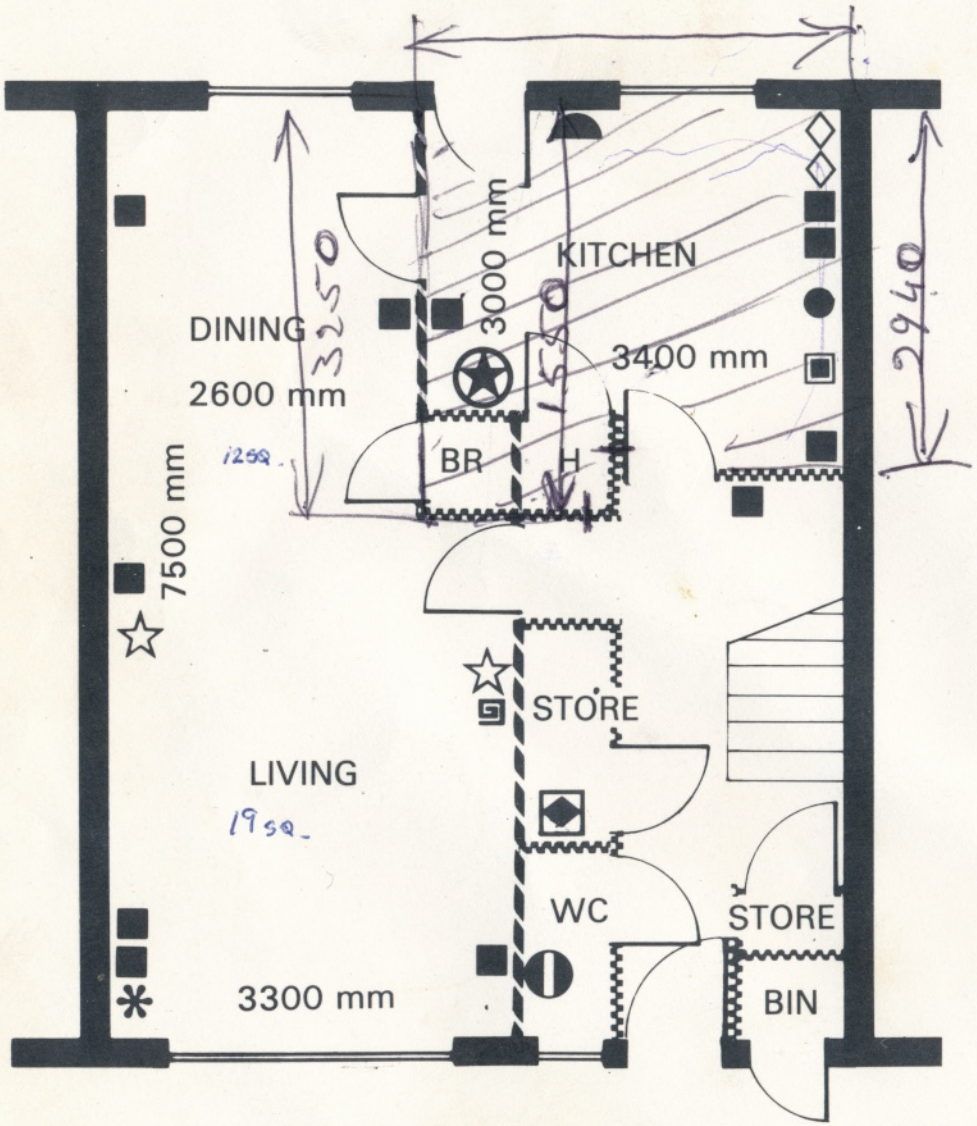
The fence and gate timbers were impregnated with preservative prior to erection. No further stain finish is proposed. The timber will mellow to a silvery grey colour.

GARAGES AND CAR PORTS

No garages are provided within the site, but limited areas have been allocated for this purpose.

Enquiries concerning the erection of garage or car ports should be made to the Planning Department, Design Brief Group, Cumbernauld House, Cumbernauld.

HOUSE TYPE ST 2067 GROUND FLOOR PLAN



CONSUMER UNIT

HEATING UNIT PROGRAMMER

ROOM THERMOSTAT

WATER HEATER SWITCH

PLUG POINT

EXTRACT FAN

COOKER CONTROL UNIT

COOKER FLEX OUTLET

GPO POINT

TV POINT

MAIN STOP COCK

SLUDGE COCK

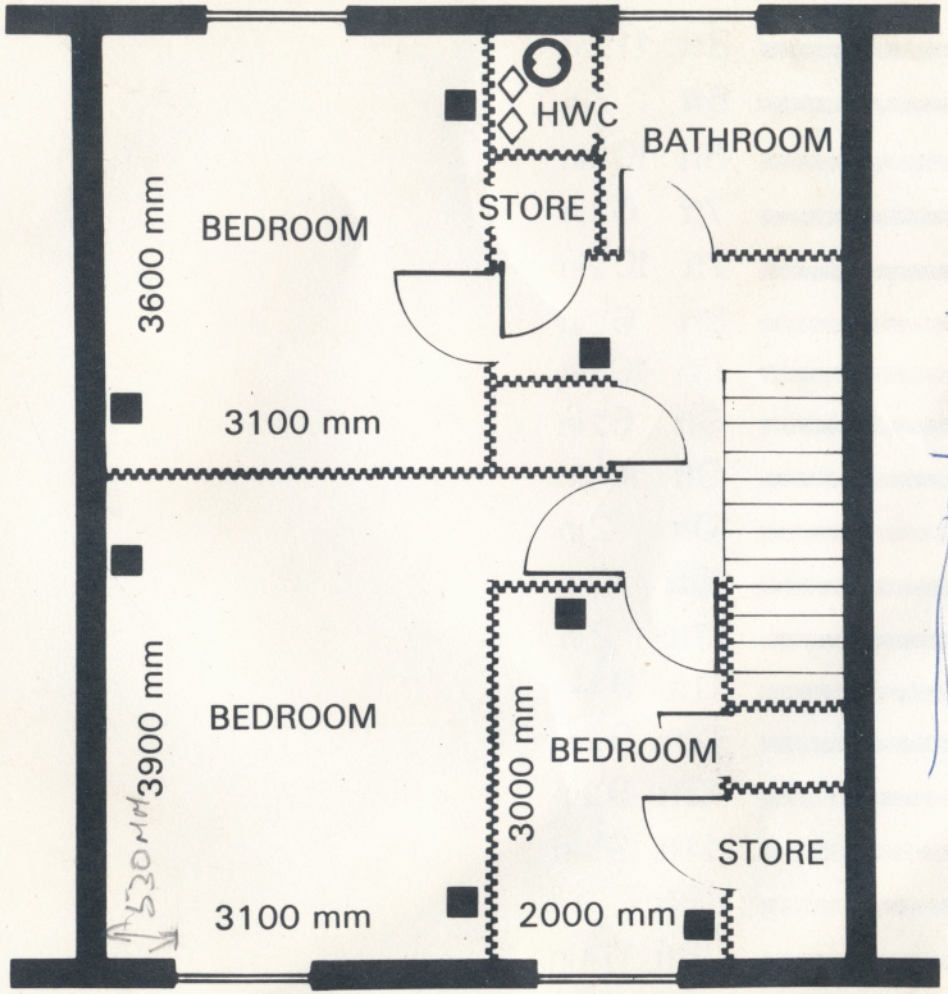
BRICK AND CONCRETE WALL

TIMBER WALL

LOADBEARING PARTITION

PARTITION

FIRST FLOOR PLAN



H HEATING

BR BROOM STORE

METRIC CONVERSION TABLE

1200mm	3ft 11½in
2000mm	6ft 7in
2100mm	6ft 10¾in
2300mm	7ft 6¾in
2400mm	7ft 10½in
2600mm	8ft 6½in
2700mm	8ft 10½in
2900mm	9ft 6½in
3000mm	9ft 10¼in
3100mm	10ft 2in
3300mm	10ft 10in
3400mm	11ft 2in
3600mm	11ft 9¾in
3900mm	12ft 9½in
4200mm	13ft 9½in
4500mm	14ft 9¼in
5400mm	18ft
5700mm	18ft 11¾in
6000mm	19ft 8¼in
7500mm	24ft 7½in

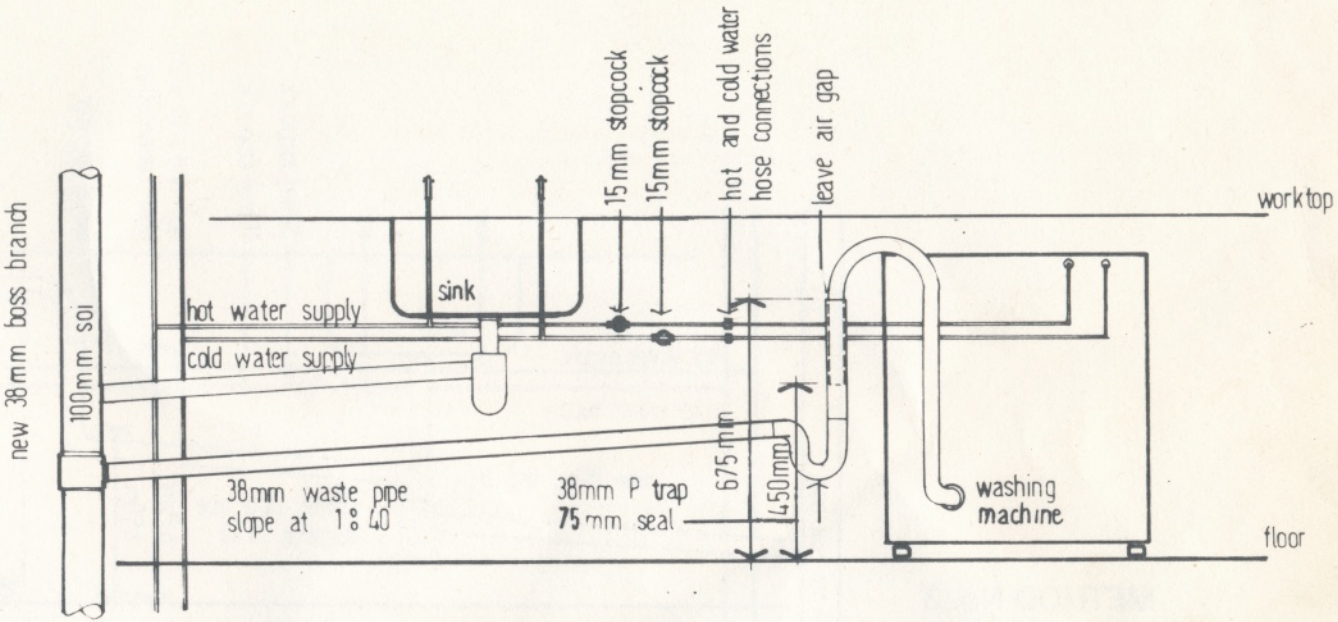
WASHING MACHINES

GUIDANCE NOTES ON PLUMBING IN AUTOMATIC WASHING MACHINES

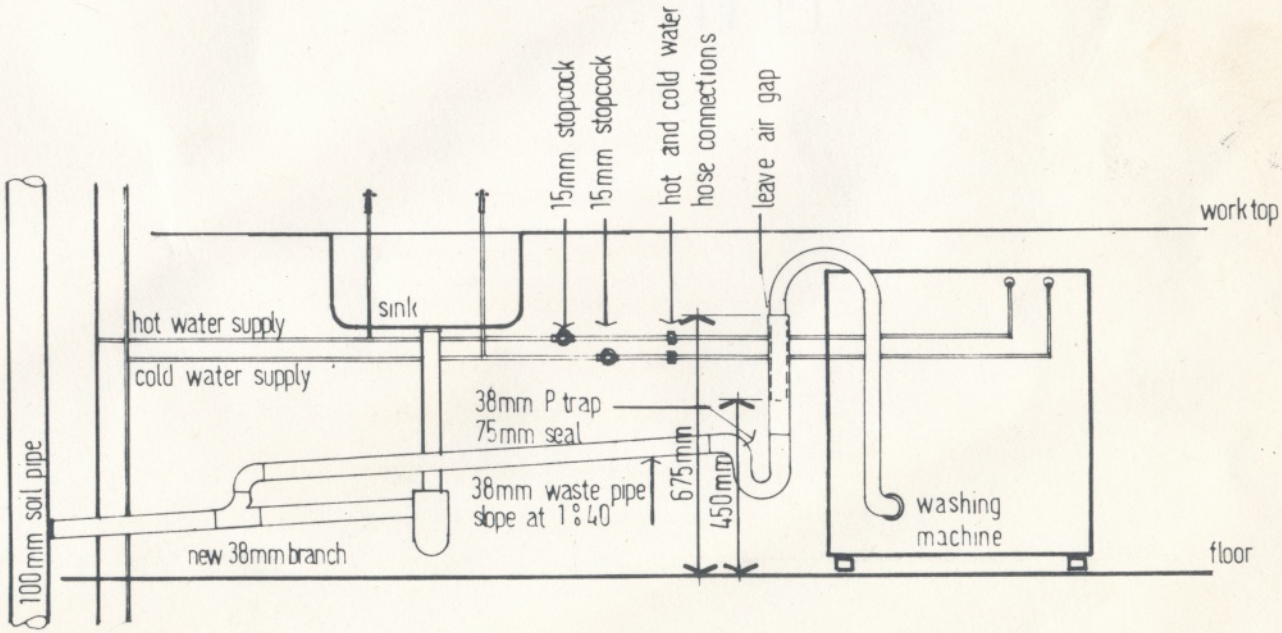
The sketches are diagramatic and show only the principle of the installation. Compression fittings must be used on the water supply pipes.

In every case the installation must be in accordance with the manufacturer's instructions.

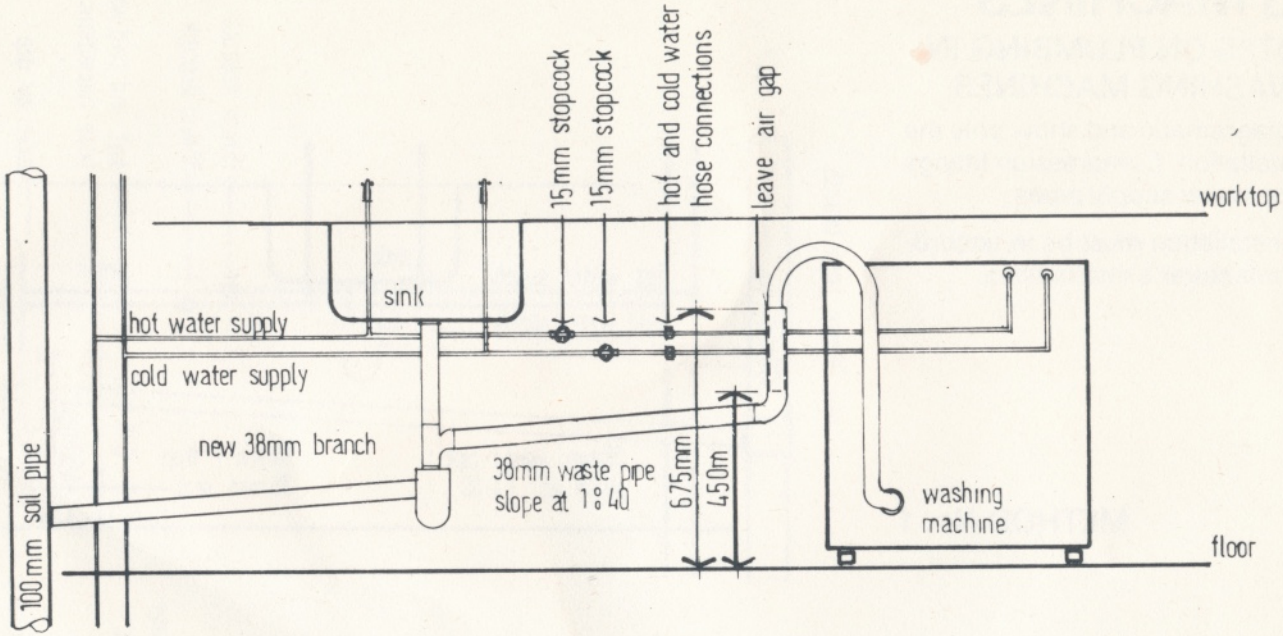
METHOD No. 1



METHOD No. 2



METHOD No. 3


100 mm soil pipe
hot water supply
cold water supply
new 38mm branch
sink
38mm waste pipe
slope at 1:40
675mm
450m
15 mm stopcock
15mm stopcock
hot and cold water
hose connections
leave air gap
washing
machine
worktop
floor